



# career opportunity

## Office of Technology Services

Project Management Branch/Customer Delivery Division  
Staff Information Systems Analyst (Specialist) \$5,166 - \$6,793  
Permanent/Full Time

Final File Date: December 16, 2014 or Until Filled



### Who Are We?

The Department of Technology's Office of Technology Services (OTech) is one of the largest suppliers of information technology services to state, county, federal, and local government entities throughout California. Through the use of a scalable, reliable and secure statewide network, combined with expertise in voice and data technologies, OTech delivers comprehensive, cost-effective computing, networking, electronic messaging and training solutions to benefit the people of California. We are one of the few state entities with a state of the art Tier 3 Datacenter.



The Customer Delivery Division acts as a liaison and interface between our department and the customer organizations we serve. The division supports programs designed to build strategic alliances with our customers, provides awareness of IT trends through forums, classes and events and facilitates the timely delivery of high quality service.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We value the importance of your work life balance. As a result, many of our positions allow for telework, flextime, or alternate work week schedules. We are committed to growing all our talented staff. This position is located in Rancho Cordova with free parking.



### What You'll Be Doing...

The Staff Information Systems Analyst (SISA) (Specialist) will perform project support work and complex work to develop, implement, review, and maintain Project Management Branch (PMB) policies, processes, and procedures in support of the Office of Technology Service's (OTech) project efforts. You will assist project managers in managing small to large projects, including project planning, scheduling, administration, and project controls.



If you enjoy working as part of a team environment, love a challenge, are a self-starter, and want to put your critical thinking, technical, and problem solving skills to work, this could be the position for you.

For a more complete description of what your daily responsibilities will be, click on [Staff Information Systems Analyst \(Specialist\)](#)



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## Who We're Looking For...

We're looking for dedicated, talented individuals who possess the following skills and abilities, and can work in the following environment:

- Skilled in Project Management.
- Experience with Microsoft Project Server and/or other project portfolio management software applications.
- Experience in application systems analysis.
- Experience supporting and/or managing projects.
- Effective oral and written communication skills.
- Proficient with Microsoft Office applications, such as Word, Excel, Access, Project, PowerPoint, Outlook and Visio.
- Knowledge of IT systems equipment, software and practices.
- Familiarity with OTech service offerings.
- Experience with negotiating and managing vendor contracts.
- Good judgment and willingness to exercise a high degree of initiative, independence and originality in performing assigned tasks.
- Travel between OTech campuses and training facilities may be required.
- Occasional overtime and weekend work may be required.

## How to Apply...

Interested applicants must submit a State application to:

CALIFORNIA DEPARTMENT OF TECHNOLOGY  
P. O. Box 1810  
Rancho Cordova, CA 95741-1810  
Attn: De Ann / RPA #14-114  
Inquiries: Scott Gray (916) 431-4243

**When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.**

If you are not currently in state service, you must take, pass, and place within a reachable rank of the exam which corresponds with the **Staff Information Systems Analyst (Specialist)** classification. These exams can be accessed at the California Department of Human Resources' website at <http://www.jobs.ca.gov>.

## The Fine Print...

Applications will be accepted only from individuals currently at the **Staff Information Systems Analyst (Specialist)** level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. Training and Development Assignments may be considered.

